

**USAID/GH/HIDN/NUT
PVO CHILD SURVIVAL AND HEALTH GRANTS PROGRAM**

GUIDELINES FOR ANNUAL REPORTS

These Annual Report guidelines are to be used for reporting annually on Child Survival and Health Programs, except for the years when a Mid-term Evaluation or Final Evaluation Report is submitted.

Submission Instructions

1. Please complete the Annual Report by following the outline provided below.
 - All annexes should be in English or accompanied with a translation.
 - Use a 12-point font that is clearly legible.
2. On the Annual Report cover page please include the following: Name of PVO, program location (country and district), cooperative agreement number, program beginning and ending dates, date of submission, and (on the cover or on the next page) the names and positions of all those involved in writing and editing the Annual Report.
3. The Annual Report is due at GH/HIDN/NUT on or before October 31st. CSHGP suggests that programs allow sufficient time for fieldwork, writing and editing. Failure to submit an Annual Report on time to GH/HIDN/NUT could result in a material failure, as described in 22 CFR 226.61. If there are circumstances beyond the PVO's control that have had an impact on the ability to complete the Annual Report on time then contact CSHGP as soon as possible.
4. An updated CSHGP Project Data Form should be included with the Annual Report submission. This form is located on the CSTS website at www.childsurvival.com and was originally completed by the PVO during the DIP development stage. The information included in this sheet is used by the CSHGP to provide accurate updates to USAID staff on current projects, and should reflect the actual situation. Since the form periodically undergoes revisions, it is important to update it annually at the time of preparing the Annual, Mid-term or Final report, to ensure that the project's activities and other information are accurately represented.
5. Send the CSHGP (address below) the original and one (1) copy of the Annual Report, and one diskette or CD of the Annual Report in Microsoft Word 2000. The original hard copy of the Annual Report should be double-sided and unbound. The copy of the report should be double-sided and bound. Annual Report annexes that are available in hard copy and not on disk or CD may be excluded from the version submitted on diskette or CD.


Susan Youll
Attn: Aimee Rose, Program Assistant
USAID/GH/HIDN/NUT/CSHGP
1300 Pennsylvania Avenue NW
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6. Send CSTS+ (address below) a double-sided, unbound copy and an electronic copy (by email or diskette or CD). If additional CATCH indicator information is available, then please send complete records for each CATCH indicator.

Attention: Deborah Kumper, Administrative Assistant
ORC Macro – Child Survival Technical Support Plus
Project (CSTS+)
11785 Beltsville Drive
Calverton, MD 20705
Deborah.K.Kumper@orcmacro.com

7. Send one, double-sided, unbound copy of the Annual Report to the relevant USAID Mission.
8. In accordance with USAID AUTOMATED DIRECTIVES SYSTEM (ADS) 540.5.2, please submit one electronic copy of the Annual Report to the USAID/PPC/CDIE Development Experience Clearinghouse (DEC). Please include the Cooperative Agreement number on the electronic Annual Report submission. Electronic documents can be sent as email attachments to docssubmit@dec.cdie.org. For complete information on submitting documents to the DEC, see <http://www.dec.org/submit/>.
9. As these guidelines are updated on an annual basis, USAID is interested in getting feedback from PVOs on the content of these guidelines, specifically, the Technical Instructions. This will ensure their future relevance to the PVO programs.



Technical Instructions

PVOs are encouraged to use the Annual Report as an internal tool for critically reviewing the program's progress, before using it as an external communication and accountability tool. As an annual monitoring exercise, the program team may wish to think about or discuss the strengths of the management system that is in place, and the weaknesses limiting the program's movement toward the long-term goals. These guidelines are to be used for all programs, however, sections or items relevant to a particular point in the life of a project (LOP) may be highlighted in the respective reports (see details below). It is understood that each program is unique, and that each year within a program may be different from the others, however, these are only a set of guidelines. For annual reporting, feel free to discuss issues that are pertinent or relevant to a particular program, even if they do not appear herein. Please indicate in the report which year is being reported on in the LOP.

Please address the following items in the Annual Report.

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- A.** Describe the main accomplishments of the program and what it has done well. Also, describe the factors that have contributed to achieving these accomplishments. To complement the above descriptive section, please include a table that highlights the key activities for project strategies for each project objective and separately for each technical intervention area. Charts should list the program objectives or technical interventions, key activities (as outlined in the DIP), status of each activity (ie; an overall estimation as to whether or not the progress toward achieving the objective is on target, and any additional comments that are important to note (optional). Please include all objectives (technical, capacity building and sustainability). The following are illustrative formats for the tables:

Project objectives	Key Activities (as outlined in the DIP)	Status of Activities	Comments

Technical Intervention	Key Activities (as outlined in the DIP)	Status of Activities	Comments

- B.** What factors have impeded progress toward achievement of overall goals and objectives and what actions are being taken by the program to overcome these constraints?
- C.** In what areas of the program is technical assistance required?
- D.** Describe any substantial changes from the program description and DIP or Midterm Evaluation that will require a modification to the Cooperative Agreement. Discuss the reasons for these changes. Ensure that the Annual Report uses the program's monitoring plan to describe progress, gaps and the programmatic responses proposed (e.g., How data is being used for monitoring).
- E.** USAID feels that it is important for grantees to be thinking about issues related to sustainability throughout the life of the project, from the DIP development to the Final Evaluation. Please describe the sustainability plan for this program including steps taken and/or to be taken, targets reached or to be reached, and constraints to date.
- F. For projects in their first or second year:** If specific information was requested for response during the DIP consultation for this program, please provide the information as requested. For each issue or recommendation raised in the DIP consultation, provide a thorough discussion of how the program is

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addressing the issue or recommendation. **For projects in their third year (or year following the MTE):** If specific information was requested at the MTE for this program, please provide the information requested. For each issue or recommendation raised in the MTE, please provide a thorough discussion of how the program is addressing the issue or recommendation. **For projects entering their final year:** Discuss the current expectations on progress towards phase out, and how they have evolved or changed over the life of the program.

G. For programs receiving Family Planning support: Complete the *Indicators Reporting Table* (see Appendix 9 in the *Flexible Fund Guidance for Grantees*). The document available on the web at www.childsurvival.com. Look on the lower right for the link to the Flexible Fund documents. Please note that Flexible Fund grantees are required to report on the core indicators *for which data is available* once per year. The indicators derived from services statistics (CYPs, new users) should be reported on an annual basis. Data related to population-based surveys should be reported whenever the project completes a population-based survey (typically at baseline and final surveys; perhaps at midterm also). When reporting estimates from surveys, be sure to include the numerators and denominators, along with the confidence intervals (properly calculated). Please note that projects conducting population-based surveys are required to report on a total of fifteen core indicators (which includes the number of beneficiaries). Projects not conducting population-based surveys will be required to report on eight core indicators (for the list of the family planning core indicators, see Table 1 on page 4 of the *Flexible Fund Guidance for Grantees*).

H. Describe the programs management system and discuss any factors that have positively or negatively impacted the overall management of the program since inception.

- Financial management system
- Human resources
- Communication system and team development
- Local partner relationships (How is the PVO doing as assessed by the local partner?)
- PVO coordination/collaboration in country
- Other relevant management systems
- If an organizational capacity assessment of any kind has been conducted during the LOP, including a financial or management audit, describe how the PVO program has responded to the findings.

I. Mission Collaboration

CSHGP is placing increased emphasis on coordination with USAID Missions and their bilateral programs for improved in-country complementarity of programming. Please describe collaboration with the USAID Mission, particularly related to the role this project plays in contributing to the Mission's overall health objectives. Discuss how the project collaborates with or complements mission

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bilateral programs. Include information the frequency and nature of interactions with Mission personnel, any joint planning activities with the Mission, and use of project results and lessons learned by the Mission and its partners.

- J.** For all Annual Reports, please provide a timeline of activities for the coming year and explain any changes to the original work plan that have resulted.

For project receiving Flexible Fund Support: Please complete the *Annual Report Workplan Table* (Appendix 8 in the *Flexible Fund Guidance for Grantees* document available on the web at www.childsurvival.com. Look on the lower right for the link to the Flexible Fund documents.) Grantees may use the suggested format for the overall project. Alternatively, grantees may use their organization's format for workplans, as long as all the requested information is included.

- K.** If the program has some key issues, results or successes, or if the program has identified a new methodology or process that has serious potential for scale-up, please provide a **one-page highlight if appropriate**, including 2 or 3 brief paragraphs of key results from the program. Also, discuss how this would be of interest to the greater development community. The highlight should include the following information:

- a. The problem being addressed (e.g. low immunization coverage)
- b. The project's input to address it (TA, logistics support, training, etc.)
- c. The magnitude of the intervention (number of direct beneficiaries, percentage of population covered by CSHGP, etc.)
- d. Some quantifiable or specific results (immunization increased from X% to X% in XX districts, a new policy enacted, or some other impact-oriented result).

Note: This information is helpful for the CSHGP in preparation for the annual USAID Child Survival and Health Programs Fund Progress Report to Congress.

- L.** If a topic in these guidelines does not apply to the program, please indicate this in the Annual Report. If the program has not yet obtained sufficient information to fully describe an element, then please describe plans to obtain this information.
- M.** Include in the Annual Report, other relevant aspects of the program that may not be covered in these guidelines. Please see 2005 Memorandum for additional information.

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